



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

### **JOB DESCRIPTION**

**POSITION:** Transportation Specialist

**LOCATION:** Red Cliff Roads

**SALARY:** \$12.00 - \$15.00/hour, 32 hours/week

**SUPERVISOR(S):** Transportation Director

### **THIS IS A REGULAR PART-TIME, PERMANENT NON-EXEMPT POSITION**

**JOB SUMMARY:** This is a part time permanent positions dependent on available transportation funding and will be responsible for assisting in snow and ice control using various types of equipment and operation of various size vehicles including transit buses. Also included in the position will be routine and preventive maintenance on equipment, vehicles and tools used in the day to day operations of the Transportation Department. This position's regularly scheduled work day will follow the established policies for the Red Cliff Band's "Work Week". Schedules requiring working early hours, nights, weekends and holidays or as weather dictates will need to follow procedures identified in the employee handbook.

### **DUTIES AND RESPONSIBILITIES:**

1. Operates a variety of equipment for ice and snow removal.
2. Operates transit vehicles routinely.
3. Performs routine and preventative equipment maintenance.
4. Performs routine and preventative transportation facilities maintenance to include road surface grading, vegetation control, traffic control device and drainage facility maintenance.
5. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**SUPERVISORY AUTHORITY:** None.

**KNOWLEDGE:** Knowledge of and sensitivity for Ojibwe culture and traditions.

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**QUALIFICATIONS:**

1. Must be at least 18 years of age.
2. Prior work experience is preferred.
3. In addition to the Red Cliff Tribal drug free workplace policies this position is subject to random drug and alcohol testing pursuant to Department of Transportation rules.
4. Ability to communicate effectively with others, as well as the ability to follow specific instructions.
5. Ability to effectively communicate using telephone, and two-way radios.
6. Good computer skills are required for parts and material ordering, tracking, scheduling and reporting.
7. Ability to operate equipment and machinery, such as snowplow, sander, dump truck, tractor, front end loader, passenger transit bus, and common hand and power tools.
8. Must have the ability to use emergency exits at any location on the bus.
9. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.
10. Excellent interpersonal skills are required for interaction with members of the public utilizing the transportation services of the Red Cliff Tribe.
11. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

**PERSONAL CONTACTS:** Will receive direction from supervisor, will have contact with Roads Maintenance staff and may have contact with Tribal staff and Community members.

**PHYSICAL REQUIREMENTS:** Ability to exert moderately heavy (up to 50 pounds) physical effort in moderate to heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

**WORK ENVIRONMENT:**

1. While performing the duties of this job, the employee is frequently exposed to elevated noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic.
2. The employee is occasionally exposed to moving mechanical parts and outside weather conditions.
3. While performing the duties of this job, the employee is frequently required to sit; use hands and foot controls to drive; reach with hands and arms; climb; bend, stoop, and kneel; and talk or hear. The employee must be physically able to perform and demonstrate emergency evacuation procedures.
4. All Tribal Buildings are smoke free.

**TRAVEL REQUIREMENTS:** Position may require some local travel up to a 100-mile radius by vehicle for parts and material pickup.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and

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consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**This job description is subject to change at employer's discretion, after consultation with the employee.**

**APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:**

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE: December 6, 2018**

**DEADLINE: December 20, 2018 @ 4:00 p.m.**

**FOR FURTHER INFORMATION;**

**Red Cliff Band of Lake Superior Chippewa**

**Human Resources Department**

**88455 Pike Road**

**Bayfield, WI 54814**

**[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)**

**[ashley.poch@redcliff-nsn.gov](mailto:ashley.poch@redcliff-nsn.gov)**

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**(715)779-3700 ext. 4268 or 4267**

**The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.**

**All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.**

**EMPLOYEE BENEFITS PACKAGE**

**THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:**

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected, premium is pro-rated for part-time 32 hours/week positions.

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2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 11 paid holidays.